



Kingstone
ACADEMY TRUST

**Kingstone High School
Handbook
2017-18**

Kingstone High School, Kingstone, Hereford, Herefordshire HR2 9HJ
T: 01981 250224 E: khsadmin@kingstoneacademy.co.uk

School Terms and Holiday Dates

AUTUMN TERM

INSET school closed	Monday 4 September 2017
Term starts	Tuesday 5 September 2017
Half term	Monday 23 – Friday 27 October 2017
INSET school closed	Friday 17 November 2017
Term ends	Friday 15 December 2017

SPRING TERM

INSET school closed	Wednesday 3 January 2018
Term starts	Thursday 4 January 2018
Half term	Monday 19 – Friday 23 February 2018
Term ends	Thursday 29 March 2018

SUMMER TERM

INSET for Years 7,8 & 9	Monday 16 April 2018	Open to Years 10 & 11
Term starts	Tuesday 17 April 2018	
Half term	Monday 28 May - Friday 1 June 2018	
Term ends	Friday 20 July 2018 at 12.30pm	

Times of the School Day

Start	Finish	Activity
08.50	09.00	Registration
09.00	10.00	Period 1
10.00	10.15	Break
10.15	11.15	Period 2
11.15	11.30	Break
11.30	12.30	Period 3
12.30	13.10	Lunch
13.10	14.10	Period 4
14.10	14.15	Changeover
14.15	15.15	Period 5
15.30	16.30/17.00	After-school activities

A Warm Welcome

We are proud to welcome you to Kingstone High School. The aim of this handbook is to introduce you to our school, give you the useful information you will need all in one place and to share with you some of the opportunities on offer. It explains what you can expect of the school and also indicates what the school expects of you in the way of partnership, help and support.

We believe that our young people only get one real opportunity to get their schooling right and that it is our responsibility to ensure that we can provide the best for all children in our care. They need to be able to experience a range of opportunities, achieve to the best of their potential, make excellent progress whatever their starting points and to feel safe and happy during their learning.

We are committed to achieving high academic standards. We place great emphasis on having a rigorous academic teaching underpinned by a pastoral system which provides a caring, disciplined and structured learning environment. We are fortunate to have a dedicated team of people at Kingstone High School who work hard to ensure this is provided, and we believe that by working in partnership with parents and carers our students will achieve the most successful outcomes. We are also proud of the wide range of extra-curricular activities which provide young people with a host of opportunities for personal development and enjoyment.

Kingstone High School offers many great opportunities and I am confident that your child will enjoy their time with us and thrive in this environment.



Mr Steven Fisher
Executive Headteacher

Contact

The school office is open from 8.30am – 4.00pm on Monday to Friday. The school has an answering machine for leaving messages out of hours, or you can email us. All messages are collected each morning and passed on to the relevant person. Where a response is required, we aim to do this on the day the message is received, and certainly within 24 hours. Any visits to the school in person should be made through the main entrance, all visitors to school will be asked to sign in and wear a visitor's badge.

We keep our website updated with the latest information. In the event of bad weather, such as snow, the school may be closed; we will place a notification on our website and Facebook page, and it will be put on the Herefordshire Council Schools' closure page, <https://www.herefordshire.gov.uk/schoolclosures>. This page will also provide information about any changes to school transport.

About our School

At Kingstone High School we take great pride in the facilities that we offer our students. Our main school building was built in the 1960s with later additions built on the site to meet the expanding needs of the students: we have a purpose built Science block, and Arts and DT blocks.

Our classrooms are large and light and our class sizes are small. All classrooms are well equipped with interactive whiteboards, linked to high quality learning resources. We have six fully furnished computer suites, allowing all students to gain regular computer access.

Our Performance Hall has tiered seating for hundreds and has staged many high quality school productions. The Art and Music department has an extensive range of facilities including Music room, and four practice rooms. The Sports Hall offers a high quality and spacious venue suitable for all sporting needs. It has four Basketball courts, and is also marked out for Badminton, Netball, Tennis and Five a side Football.

We benefit from being the largest school site in Herefordshire. In our extensive grounds and hard courts we have the full range of sports facilities and pitches are maintained to FA and cricket league standard throughout the season. We also have an outdoor classroom, a specialist building to deliver Land Based studies and orchards, meadows and gardens.

The HUB, our Intervention Centre, comprises of a large learning space, adjoining kitchen area, computer areas and several individual meeting rooms, and offers a fresh, modern and hi-tech area that is widely used by students and staff. Students use this area for individual or small group intervention lessons as well as mentoring or counselling if needed.

Kingstone High School has a two week timetable in order to incorporate the diversity of lessons that we offer. We always start the school year in September on week 1. Students need to take note of which week we are in, particularly after a half term – if we finish on week 1, we will return on week 2. The times of our school day maximise the number of breaks and the availability of food, for students that leave home early because of bus transport. At lunch time and break times students must remain on the school premises where they will be in the care of the Staff on duty.

It is vital that parents keep us informed of up to date telephone contact numbers – home, work and local emergency contact(s) so that we can be sure of reaching you in any emergency situation. Additional information for parents is available on our website, where you will find our latest news plus copies of letters home and the school calendar of events. We also send texts of important information which go to the main mobile 'phone contact so it is important that you notify us of any changes to your contact details.

“Students’ attitudes to learning are overwhelmingly positive.”
Ofsted May 2015

Values & Ethos

Kingstone High School is a safe and caring place of learning, in which all pupils receive an education that develops them to become confident, aspiring individuals and successful, independent learners. Our school motto is:

Achieving Success Together

Kingstone High School is dedicated to preparing students for their adult life beyond the formal examined curriculum and ensuring that it promotes and reinforces British values to all its students, so that they can take their place in society as healthy, resilient and responsible citizens, who have respect for themselves, one another and the wider community.

We celebrate our students' achievements and challenge them to aim high and be the best they can in everything they do.

We help our students to achieve their potential through working in partnership with parents and carers and other agencies.

Through our weekly form times and mentoring periods we work to:

- encourage co-operation, a sense of responsibility and self-discipline, which will create a sense of respect for people of all backgrounds;
- ensure pupils recognise and uphold British Values and our Kingstone key values of Perseverance, Kindness and Respect;
- provide students with knowledge of the community and the nation in which they live, so that they can develop a compassion for and an understanding of community, national and world problems;
- promote pride in our school

Through excellent teaching and learning we work to:

- raise standards for all learners;
- support all students to acquire knowledge and skills, develop creativity and understand technology;
- contribute to a balanced education, providing a range of opportunities for students;
- promote the pursuit of individual excellence;
- foster a love of learning.

Through our links with local organisations, employers and the wider community we work to:

- prepare our students for life in a rapidly changing world;
- develop and maintain active partnerships that strengthen both the 14-19 educational continuum and develop the skills to secure employment opportunities.

Our Staff

Senior Leadership Team		Pastoral Team	
Mr S Fisher	Executive Headteacher	Ms R Ruvino	SENCo
Mr L Butler	Deputy Headteacher	Mrs M Darcy	Pastoral Lead 7, 8 & 9
Mrs E Vigus	Head of Primary	Mrs N Butler	Pastoral Lead 10 & 11
Mr D Cook	Assistant Headteacher	Mrs D Carletti	HLTA
Mrs R Finch	Assistant Headteacher	Mrs V Seymour	HLTA
Ms R Ruvino	Assistant Headteacher	Mrs M Webb	TA
Mr N Moon	Business Advisor		
Teaching Staff			
Mrs R Finch	Curriculum Lead English	Mrs D Harding	Acting CL Maths
Mrs L Powell	English	Ms K Sullivan	Maths
Miss S Reeves	English & Media	Mr G Sutherland	Maths
Mrs S Kennerley	English & Media	Mr T Bufton	Maths & PE
Mrs A Cobb	HLTA English	Miss J Bolton	HLTA Maths
Dr A Fielding	Curriculum Lead Science	Mr E Dixon	Curriculum Lead D T
Mr N Price	Physics	Mrs A Knibbs	CL Computing
Ms R Ruvino	Biology	Mr M Dallimore	DT & Computing
Mrs F Whittall	Land Based Studies	Mrs C Rees	DT & Computing
Mr D Cook	Humanities	Mr P Reed	Boys' PE
Mr G East	History	Miss S Jones	Girls' PE & Childcare
Mr M Booy	Geography	Mr L Butler	PE
Miss L Gibbs	Art	Mrs A Jones	Curriculum Lead MFL
Mr J Ashworth	Music	Miss C Bevans	MFL
Support Staff			
Mrs S Spreckley	Admin Manager	Mrs C Williams	Finance Manager
Mrs A Dennis	Admin Officer	Mrs D Chalk	Finance Officer
Miss S Hales	Admin Officer	Mrs S Townsend	Exams and Data Officer
Miss E Hughes	Admin Officer	Mrs F Whittall	Science Technician
Mr A Major	Cover Supervisor	Mr R Davis	Caretaker
Mrs D Waters	Careers Officer	Mr L Davies	Caretaker

Admissions Procedure

Kingstone High School is a non-selective school and we welcome students of all aptitudes and abilities. Our size allows us to know our students well and we work hard to ensure that every student achieves their maximum academic potential through an individually tailored curriculum. Applications to Kingstone High School for Year 6 pupils due to start secondary school in September 2018 should be made on the official SA1 form provided by Herefordshire Council. Closing date for applications is 31 October 2017 and offers of places are made to parents, by Herefordshire Council, on 1 March 2018. The KAT Admissions Policy can be found on the school website.

Transferring to Kingstone High School after the start of Year 7

Please contact us if you are considering joining Kingstone High School at any other time other than the start of Year 7. We will then arrange to meet with you, show you around the school and give you an application pack. In-county transfers should be made on the official SA3 form provided by Herefordshire Council. Students in Years 9, 10 or 11 are admitted on the understanding that GCSE Option choices may be limited by availability.

Special Educational Needs

Kingstone High School has close links with primary schools to ensure smooth transition for all students. Mrs M Darcy, Pastoral Lead for Years 7, 8 & 9, and our SENDCo Ms R Ruvino are always willing to meet with parents to discuss a student's specific needs. The KHS SEND Policy and details of our Local Offer can be found on the school website.

Child Protection and Safeguarding

We place child protection and safeguarding at the heart of everything we do. We have clear policies, strategies and procedures in place to keep students safe. We ensure that all adults working with students are appropriately recruited and vetted. We also ensure that all adults receive high quality training in order undertake the effective safeguarding of students. Ms R Ruvino is our Designated Safeguarding Lead; Mrs N Butler and Mrs M Darcy are our Deputy Designated Safeguarding Leads. Our Safeguarding Policy is available on our website.

Transport to School

Applications for bus passes are made to Herefordshire Council. All issues regarding places on school transport or bus routes are dealt with by Herefordshire Council. Mr Dave Baldwin is the Transport Manager at Herefordshire Council. He can be contacted on 01432 260924/260937 or via Passenger Transport, PO Box 236, Plough Lane, Hereford, HR4 0LE or schooltransport@herefordshire.gov.uk. Please refer to the Herefordshire Council website to clarify which is your catchment area and the nearest schools for your address.

https://www.herefordshire.gov.uk/info/200144/schools_and_education/254/find_a_school

Students should carry their passes at all times as they will be required to show them when they board the vehicle. Students must wear seatbelts if they are provided and behave well at all times.

If your child takes the 449 public service bus from Hereford please ensure that your child has sufficient funds for Bus Fares, currently £1.50 each way, and keeps the money in a safe place.

If your child travels by car please note that our school grounds are extremely busy and we request that parents observe road markings and only park in designated areas. Please ensure that the school buses have adequate space to manoeuvre. Please always give priority to students on foot and school transport buses and taxis and follow the directions of the duty staff wearing fluorescent jackets.

Policies

The policies listed below are available for inspection or download on our website, if you would like them in an alternative format please contact the school office.

Admissions Policy	Accessibly Policy and Plan
Attendance Policy	Asthma Policy
Behaviour Policy	BTEC Policies
Complaints Policy	Charging and Remissions Policy
Equality Policy	Data Protection Policy
Finance Policy	Examinations Policy
Health and Safety Policy	First Aid Policy
Safeguarding Policy	Freedom of Information Policy
Special Educational Needs & Disability Policy	ICT & Mobile Phone Acceptable Use Policy
Supporting Pupils with Medical Needs Policy	Sex and Relationships Education Policy

School Meals

Packed lunches and break time snacks may be brought to school and eaten in the Canteen or students may purchase a meal and snacks from The Iron Rice Bowl, our on-site catering organisation. At morning break times breakfast and light snacks are available. This includes a full English breakfast selection, breakfast wraps, cereals, toast and bagels etc.

At lunchtime there is a meal of the day which may be, for example, chicken curry with rice and vegetables. A further selection is also available at the Deli Bar and at another counter students will find filled baguettes and sandwiches, yoghurts, fruit and cakes. Free, chilled water is available; The Iron Rice Bowl does not sell confectionery or crisps. All students must clear their cutlery and crockery away to the designated trolley and put all rubbish in the bins provided before leaving the Dining Hall.

The ParentPay System

Kingstone High School uses ParentPay, an online payment system for schools. It allows parents to pay quickly and securely for school meals, equipment, trips and activities. We do not take cash or cheques for school trips and items. Using ParentPay you can view your

child's lunch balance, and see what has been purchased. We are in effect a cashless school. Parents will be given a letter containing activation details, if you don't receive one, contact the finance office and you will be sent one, then follow the instructions in the letter. There are two payment options for paying into your ParentPay account: online payments by card via the ParentPay website; and coin and note payments at the revaluation pay-point in school (for school meals only). If you have any difficulties setting up your ParentPay account we will help.

Paying for School Meals

No cash is accepted in the canteen. We operate a cashless catering system using a biometric thumbprint identifier or 4 digit pin code. Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 & 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the cashless system. Your child will be required to place their finger/thumb on a Biometric sensor twice to obtain a matching template, which only takes a few seconds. If you have chosen to 'Opt Out' of this procedure, your child will be presented with a 4 digit PIN Code. All students will be given training on how to use the system.

Any amount of money can be paid into a student's account, and any money spent on food & drink will be deducted on a daily basis. A daily 'spend limit' of £5 is programmed into the system. This can be increased or decreased for an individual student by making a written request to the school finance office. As we are virtually cashless please ensure there is sufficient funds on Parent Pay to purchase meals, as we have little cash available to lend or to exchange for notes.

Paying for School Trips

All school trips are paid through ParentPay. Places on trips are secured through payment or a deposit according to the trip. You can make flexible payments online for residential trips.

Paying for Other Items

- Pay for a Locker key deposit of £5
- Pay for a USB pen drive at £5
- Pay for a Design & Technology ingredients & materials payment of £22.50

Free School Meals

Students who received free school meals in their current (Herefordshire) primary schools must complete a new form for Kingstone High School as they are not automatically transferred to us.

Students eligible for free school meals receive a credit to the value of £2.30 on the cashless catering system. Parents may also add additional funds to the child's account via ParentPay or by giving cash which is added via the revaluation unit. Pupils with Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for or not.

If you are entitled to Free School Meals and do not claim this benefit, please consider applying. Schools will gain an extra finance for students who claim Free School Meals. As parents and carers you benefit from the extra financial support and the school benefits from the additional funding. If you think you may be eligible for free school meals at any time please let us know, you can obtain a form from school or from our website, which you can fill in and we will apply for you. If you are not sure please fill in a form.

Free School Meals can only be awarded if you or your partner is in receipt of one of the following qualifying benefits:

1. Income Support
2. Income Based Job Seekers Allowance
3. Income-related Employment and Support Allowance
4. The guaranteed element of Pension Credit
5. Child Tax Credit, where Working Tax Credit is NOT in payment AND your annual income does not exceed £16,190 (as determined by HM Revenues & Customs)
6. Working Tax Credit 'Run On' (A 4 week payment when your employment has ceased or your working hours reduce below 16)
7. Support under Part VI of the Immigration & Asylum Act 1999
8. Universal Credit (With effect 1st April 2018, an earnings threshold of £7,400 is being introduced for all claimants who receive Universal Credit)

D.T. Materials & Ingredients

Kingstone High School has a scheme for Design & Technology materials and ingredients. In order to avoid students being unable to cook because they have forgotten to bring in their ingredients, and to reduce the costs for parents, the school buys the ingredients and materials in bulk and asks parents to pay £22.50 for the term of cooking, via ParentPay.

Music Lessons

Kingstone High School, in partnership with the Hereford Music Service, offers students the opportunity to learn a musical instrument. Some of the best musicians in the county come to the school to teach our students. Lessons generally last 20-30 minutes and are paid for directly to the teacher. There may be other options for those who receive free school meals. These instrument lessons occur during normal lesson time once a week. Some of the instruments our peripatetic teachers offer include:

- Electric or acoustic guitar
- Drums
- Piano/keyboard
- Flute, clarinet, saxophone
- Trumpet, cornet, trombone
- Voice
- Violin, cello

Herefordshire Music Service has launched a new page on its website; 'Choosing an instrument', www.enclave-enterprises.com/choosinganinstrument to help children and their parent/carers make an informed choice about the instrument that is best for them.

Uniform

It is the policy of the School, endorsed by the Governors of Kingstone Academy Trust that school uniform must be worn. Whilst students are in school uniform, they are representing Kingstone High School and their standard of dress and behaviour should reflect this at all times. We expect students to look smart and respectable whilst in our school uniform both in and out of school. Form Tutors will check that the members of their form are correctly dressed and equipped at registration.

Boys' Uniform	Girls' Uniform
<p>Navy blazer with embroidered KAT badge Compulsory</p> <p>Light Blue full collared shirt Long or short sleeve</p> <p>Navy trousers Trousers should not be tight.</p> <p>Navy jumper with embroidered KAT badge Optional</p>	<p>Navy blazer with embroidered KAT badge Compulsory</p> <p>Light Blue full collared shirt Long or short sleeve</p> <p>Navy skirt or trousers Skirts should be knee length and of appropriate material e.g. not lycra. Trousers should not be tight.</p> <p>Navy jumper with embroidered KAT badge Optional</p>
<p>Years 7, 8 & 9 Tie Navy with diagonal gold stripes.</p> <p>Years 10 & 11 Tie Navy with one diagonal gold stripe and KAT logo.</p>	<p>Years 7, 8 & 9 Tie Navy with diagonal gold stripes.</p> <p>Years 10 & 11 Tie Navy with one diagonal gold stripe and KAT logo.</p>
<p>Black shoes Black leather or synthetic leather in one colour may be worn. Trainers, daps, plimsolls are not acceptable.</p>	<p>Black shoes Black leather or synthetic leather in one colour may be worn. The shoes should have heels of a sensible height and not be open toed or mules. Trainers, daps, plimsolls or boots are not acceptable.</p>
<p>A plain dark coloured coat is to be worn in cold/wet weather</p>	<p>A plain dark coloured coat is to be worn in cold/wet weather</p>

Please ensure all items of your child's uniform are clearly named to ensure uniform is returned to the correct owner in the event of it being lost.

All Kingstone High School uniform can be purchased from the School Uniform Shop, 10A Saint Peter's Street, High Town, Hereford HR1 2LE (Tel: 01432 340720).

Appearance

- Students should not wear nail varnish; make-up or jewellery (Students may wear one small stud in each ear and may be asked to remove them for safety reasons in some lessons)
- Hair must be of natural colour and one colour only. Extreme styles such as shaved heads, shaved patterns are not permitted.
- Outerwear: coats, scarves and hats should not be worn in the school building
- Students who do not comply with uniform requirements may be isolated until the issue is rectified.

Student Planners and Required Equipment

Each student will be provided with a student planner which details their daily timetable and. The students also use the planner to record their homework and key assessments and targets for improvement. We ask parents to check and sign the planner regularly to view homework set and encourage their child to progress. Parents can also use the planner to communicate with school. If the school planner is lost a new one must be purchased from the school office. They cost £5.00 or a paperback version is available for free.

Students are expected to come fully equipped with their planner, learning journal, a reading book and appropriate equipment for each day's lessons. Access to an English dictionary at home is essential, and Collins Easy Learner French Dictionary is strongly recommended to support homework and class activities. All students must be equipped with a pencil case containing the following equipment:

- 2 writing pens either blue or black ink (KS4 need black pens only for all exams)
- 1 purple pen
- HB pencil
- 2B sketching pencil
- 12 colouring pencils
- Highlighter pen
- Ruler, rubber and pencil sharpener
- Calculator
- Compass, protractor
- USB pen drive. On ParentPay you can pay for a USB pen drive at £5.
- Multimedia headset (Earphones)

We also recommend that students bring a water bottle that they can refill during the day from one of our water coolers. Students must not bring fizzy drinks to school and energy drinks are explicitly banned.

“Students approach their learning with commitment and enthusiasm, bring the right equipment to class and present their work tidily.” Ofsted May 2015

P.E. Kit and P.E. Information

Boys' P.E. Kit	Girls' P.E. Kit
<ul style="list-style-type: none"> • Summer kit - Navy blue polo shirt with KHS logo • Winter kit - Gold & navy rugby shirt • Navy blue cotton shorts with KHS logo (<i>Uni-sex</i>) • Navy blue tracksuit trousers with KHS logo • Navy blue socks • Trainers • Football boots • Mouth Guard 	<ul style="list-style-type: none"> • Summer kit - Navy blue polo shirt with KHS logo • Winter kit - Grey hoodie with KHS logo • Navy blue cotton shorts with KHS logo (<i>Uni-sex</i>) • Navy blue skort with KHS logo – optional • Navy blue tracksuit trousers with KHS logo • Navy blue socks • Trainers

If students are unable to take part in P.E. due to injury or illness they must still bring their P.E. kit to every P.E. lesson and will still be expected to take part in the lesson either analysing others' performances, as a leader or umpire, or in recording scores.

Please ensure all items of your child's P.E kit are clearly named to ensure uniform is returned to the correct owner in the event of it being lost.

All Kingstone High School uniform can be purchased from the School Uniform Shop, 10A Saint Peter's Street, High Town, Hereford HR1 2LE (Tel: 01432 340720).

Protective Equipment

Mouth Guards

The wearing of mouth guards for rugby is compulsory during lessons/ after school activities involving contact. The wearing of mouth guards by students for hockey is strongly advised. Mouth guards can be purchased from sports shops, or custom-made from a dental impression. Teachers, Coaches and Referees are not qualified to assess the quality of a mouth guard: this remains the responsibility of the parent/guardian.

Shin Guards

The wearing of shin guards is compulsory whilst playing both football and hockey in competitive games according to the regulations laid down by the sports' respective governing bodies. The wearing of shin guards, for football and hockey in PE lessons and during after school activities, is strongly advised for all students: students will be involved in games involving physical contact.

Shoulder Padding and Scrum Caps

The wearing of shoulder padding and scrum caps for rugby is allowed; these can be bought from sports shops.

Cricket Helmets

The wearing of a helmet for cricket is compulsory when batting or wicket keeping using a hard ball, according to the regulations laid down by the English Cricket Board. These are provided by the P.E. Department in lessons and whilst representing the school.

Return to Play After Concussion

Concussion is a traumatic brain injury which is usually caused by hitting the head or a fall. It can happen at any time, anywhere: for example during sports. Concussion must always be taken seriously and it is vitally important that any child/young person suspected of having concussion should immediately be stopped from continuing whatever activity they are doing and be assessed by a medical professional for diagnosis and guidance.

If your child suffers a concussion outside school, it is extremely important that you keep school informed so that teachers are aware of the potential dangers and any restrictions that may apply to your child's activities.

A second injury when a child has concussion can be extremely serious and may even be fatal. It is important therefore that medical clearance is sought before your child returns to school/play. Children should not resume physical activities such as PE, sports or games until permitted to do so by a medical professional.

Aerosol Sprays

Deodorant and perfume aerosol sprays are not permitted at Kingstone High School. These items can cause serious allergic reactions and asthma attacks. If found they will be confiscated and held for collection by parents.

"Relationships between teachers and their classes are conspicuously good. Classrooms exude a positive atmosphere"
Ofsted May 2015

The Pastoral System

Each student's progress, achievements, and attendance are overseen by a Form Tutor and the Pastoral Team. These roles play a significant part in the academic and personal development of every student.

The Form Tutor is always your first port of call. With your help they are better able to assist your son or daughter with their work. If ever you are concerned about any part of the education your son or daughter is receiving, do not hesitate to contact the school. You can do this through a note in the planner, a formal letter, a telephone call or by e-mail.

The Pastoral lead for Years 7, 8 & 9 is Mrs M Darcy and the Pastoral lead for Years 10 & 11 is Mrs N Butler. The SENDCo is Ms R Ruvino.

Communication with Parents and Carers

Good communication between home and school is essential and we encourage parents to contact us if they have any queries or concerns. The majority of school information will be sent home via students. We will text parents and carers with reminders or updates, for example if buses are running late, so it is important that we are supplied with any changes to contact details. Our website provides information and news updates, and the school calendar. Parents are encouraged to use the Student Planner to communicate with the school or to contact the school office via 'phone or email. Personal appointments can be arranged, at a mutually convenient time, with members of staff in order to discuss any matters of concern.

Arrival and Registration

Students should ensure that they arrive to registration in their form room promptly at 8.50am. **If students are later than 9.00am arriving at school they must sign in the Red Late Book** in Reception giving the reason, this also includes students arriving on late school buses. If a student is regularly late, they may be expected to serve after school detentions to make up the time.

If students arrive by car, please drop them off in the allocated drop off and pick up point in front of the bus bays. Please keep your speed to 5mph whilst driving through. As you can appreciate the bus bay is extremely busy at the end of the day, so we suggest delaying your pick up until the buses have left the site. We request that parents do not use the Staff Car Park. Your vehicle will not be insured whilst in this area of the school.

Students leaving the school at any point during the school day should sign out in the Yellow Signing-out Book. In the event of you arranging an emergency dental/medical appointment, please telephone the office and we will endeavour to locate your child ready for collection in reception.

Absence

If your child is unable to attend school through illness / other reason please telephone the school before 9:30am on each day of absence or send a signed note via a sibling. You can leave a message on the pupil absence line before 8.30am.

Please note that if a student does not arrive at school, and there is no reasonable explanation provided for his/her absence, then members of staff will be required to ascertain their whereabouts for the safety of the individual student. A child safety call will be generated to each telephone contact in priority order until the student's whereabouts have been confirmed. If contact cannot be made the situation will be assessed. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be overemphasised.

Attendance Management

Regular punctual attendance is essential to the success of every student. There is a clear link between attendance and examination success. We seek to ensure that all students achieve an attendance rate of at least 95%. If students fall below this category parents will be contacted by their child's Pastoral Lead to see if any support needs to be put in place to enable them to improve their attendance. Students with attendance below 85% are a cause for serious concern. These students will receive support from Mrs Ruvino and the Pastoral team.

Leave of Absence and Holidays in Term time

If you wish to take your child out of school for any reason other than medical or dental, or approved educational activity, please complete a Leave of Absence form, available from the School Office or the website.

Please note: Kingstone High School does not authorise holidays within term time.

The law requires attendance at school and many parents are not aware that it is not a parental right to take children out of school during term time. There are 190 statutory school days in a year. There are 175 days available outside this for holidays. This equates to 13 weeks. Every school day counts and any absence from school will result in lost learning and a risk of underachievement. Please see our Attendance Policy for more information.

Junior Leadership Opportunities

There are a wide range of opportunities for students to participate in leadership such as: Form Representatives, Literacy Ambassadors, Maths Ambassadors, Sports Leaders, and the Prefect system and through organising charitable events. Year 8 and 9 students support Year 5 Learning Days and Year 6 Transition days by working with the younger students; these students are also chosen to host tours of the school. We believe that students benefit greatly from these opportunities.

All Year 10 students have the opportunity to apply to be prefects in Year 11. We expect all applicants for prefect positions to have excellent attendance and punctuality, to always wear the uniform smartly, to contribute to school life and to meet Kingstone High School

expectations. Applicants for prefect have to write a formal letter of application. Our Head Boy and Girl and their Deputies are selected from the prefect group by the Pastoral team and the Headteacher.

First Aid

If your child has an accident or is ill at school he/she will be treated by a first aider. If a head bump has occurred your child will be given a head bump letter, which will inform you of the nature of the injury and the treatment given. We will attempt to notify you by telephone of any serious injuries. (Please ensure that you keep the school updated of any change in your emergency contact details/new mobile phone number.)

Communicable/Infectious Diseases

When pupils are off school because of sickness or diarrhoea, they should not be sent back to school until 48 hours after symptoms have passed. Pupils must also be kept off school for a period of time where they have an infectious or contagious disease. Please contact your GP or local health centre for advice if you believe your child may have a communicable disease.

Medicines

Children with asthma should carry their inhalers with them at all times. Parents of children with asthma should supply a spare inhaler in case of loss or misplacement and for school trips. Students should not carry medication (apart from inhalers). All medication should be securely stored in the main office; any medication dispensed to pupils will be recorded. We cannot provide medication such as painkillers, antihistamines, etc. to students however parents can give permission for their child to take such medication and provide it for the school to store securely in the medical cupboard in case of emergency need.

Behaviour

We are proud that Kingstone High School is a friendly place where we work together to achieve success and act with courtesy, respect and consideration to others.

Expectations

- Move sensibly and quietly about the school. (This means never running, barging or shouting, but being ready to help by opening or holding doors for others and showing patience as you move about). Please keep to the right along the corridors and stairs.
- The school is a place of work. In class it is your responsibility to make it as easy as possible for everyone to learn and for the teacher to teach. (This means arriving on time with everything you need for that lesson, beginning and ending the lesson in a courteous and orderly way).
- Speak politely to everyone, even if you feel bad tempered, shouting and swearing is always unacceptable.
- There are times and places where you need to be silent.
- We keep the school clean and tidy so that it is a welcoming place we can all be proud of. (This means putting all litter in bins, only eating in designated areas, keeping walls and furniture clean and unmarked and taking great care of the displays in school).
- There should be no food being consumed in the main building; chewing gum is not permitted.
- Students must never leave the school site without permission. There will also be times when parts of the school are “out of bounds” for students. These rules must be obeyed.
- When involved in a visit or activity organised by the school, the standards of behaviour outlined above apply equally.
- The bell at the end of breaks and lunch signals the start of the lesson and not the end of break/lunch. Therefore all students should be at the classrooms ready to start the learning at this point.
- Students must not bring deodorant, body sprays or perfumes to school. These can cause severe allergic reactions

Rewards and Sanctions

At Kingstone High School we take every opportunity to reward both students’ achievement and their good behaviour. These appropriate choices contribute to a positive ethos in the school thereby creating an environment for effective teaching and learning.

Students are awarded reward points for positive behaviour. There are no restrictions on the rewards, they should be awarded on the basis that the students have met the criteria and their behaviour or attitude to learning deserves to be praised.

1. Class Teacher and Form Tutors Positive Behaviour = 1 point
2. Curriculum Lead and Pastoral Lead = 3 points
3. Senior Leader Positive Behaviour = 5 points

It is the students' responsibility to ask the staff member awarding the points to sign their reward collection card. The **Bronze Reward** card has space for 50 signatures.

When it is completed, students take it to their Pastoral Leader. This generates a Bronze Award badge, which can be worn on their blazer or jumper.

Students will receive a new reward card to progress onto the **Silver Award** (100 rewards) and then **Gold Award** (150 rewards).

The cards will be retained and placed in the 'reward box' for the opportunity to win a prize at the end of the year and to qualify for attending events, e.g. Year 11 prom.

Achieving	Success	Together
Be open to new ideas	Achieve over 95% attendance	Show respect to others
Be adaptable	Be on time to school and all lessons	Listen to and Learn from others
Have a go at a problem and try to find solutions	Be well organised and equipped	Be an effective team player - help and support others
Be determined - don't give up - stay focused	Be responsible for your own learning	Express your views clearly and calmly
Be creative	Set yourself challenging targets	Consider other people's feelings
Be independent	Learn from your mistakes	Make a positive contribution to others' learning
Always try your best	Reflect on your progress	Be emotionally intelligent

"Students collaborate effectively in lessons, for example by commenting on a partner's work to help them to improve." Ofsted May 2105

Consequences for Poor Behaviour Choices

B1 – Class / Form teacher Level. A student has fallen out of line with the school's expectations. An immediate consequence will be put into place by the class/form teacher.

- Arguing
- Chewing Gum
- Excessive Talking
- Incorrect Equipment/Kit
- Lateness to Lesson
- Low Level Disruption
- Name Calling
- Shouting Out
- Swinging on Chair
- Lack of manners
- Failure to complete homework

B1 – Sanction

- Move Seat
- 10 minute break time detention
- 20 minute Lunch Time detention
- Removal to Head of Faculty
- Form tutor/Faculty leader report

B2 – Pastoral Level. A student has displayed the same behaviours and the sanction(s) put in place at B1 have not improved behaviour for learning.

- Bullying
- Deliberate Defiance
- Fighting
- Graffiti
- Inappropriate language overheard by a member of staff
- Inappropriate use of ICT/mobile phones
- Theft
- Vandalism
- Truancy from lesson

B2 – Pastoral Level Sanction

- 1 hour after school detention
- 2 hour after school detention
- Contact with parents (telephone, meeting, email)
- Internal isolation
- Referral to Behaviour team
- Pastoral Leader report card

B3 – Senior Level. A student has committed a high level offence and/ or presented on-going poor behaviour for learning.

- Dangerous behaviour
- Possession and/or distribution of illegal substances
- Physical attack on another student
- Physical attack on a staff member
- Persistent disruption of learning
- Inappropriate language purposely aimed at students and/or staff
- Persistent truancy
- Exam malpractice

B3 – Senior Level Sanction

- Parent meeting
- Internal isolation
- Pastoral Support Plan
- Fixed term exclusion
- Pupil Referral Unit placement
- Managed move to another school
- Permanent Exclusion

Mobile 'Phone Policy

We recognise that many of our students have a mobile 'phone. **The school policy is that if a mobile 'phone is brought to school it must be switched off and placed in the student's bag at all times between 8.50am and 3.15pm.**

They must not be seen on school premises between these hours. This includes break and lunchtime. If 'phones are seen they will be confiscated and held for collection from the school office by parents or carers only. The only exception to this will be if students have been directed by a teacher to use the phone in a lesson as an aid to their learning, or a by member of staff in order to make an emergency call.

Please note that we do not have insurance cover for lost, damaged or stolen 'phones, any 'phones or other personal devices are brought to school at the student's own risk.

Bus Behaviour

On school days we consider that students represent the school from leaving home in the morning until they return in the evening. Students are asked to complete a bus behaviour contract for travel on school trips and for travel to and from school by bus, if they do so. Throughout their journeys students must follow the high standards of behaviour expected at Kingstone High School. Students must not behave in an irresponsible or anti-social manner. If their behaviour damages the school's good reputation in the community then the school reserves the right to enforce an appropriate consequence.

Before the journey students must:

- Ensure they carry their travel pass
- Be at the pick-up point in good time
- Wait in an orderly manner
- Keep off the road and away from traffic
- Stay clear of the bus until it has completely stopped
- Board the bus one at a time in an orderly manner
- Go to their seats immediately and sit down
- Ensure school bags are stored out of the way of others

During the journey students must:

- Stay properly seated at all times
- Wear seat belts, if they are provided
- Not distract the driver
- Not disturb other passengers
- Not attempt to operate the emergency exit, unless in an emergency
- Keep school bags out of the aisles

At the end of the journey students must:

- Stay in their seats until the bus has stopped
- Get off the bus in an orderly manner
- Not attempt to cross the road until the bus has pulled away
- Keep well away from the bus as it pulls away

Conditions of Use of Mopeds and Motorbikes

Permission to bring a motorbike/moped to school is totally at the discretion of the Executive Headteacher. If a student would like to use the school car park to park a moped or motorbike he/she should:

1. Speak to a member of the Admin Team to obtain a copy of the Moped and Motorbike policy.
2. The student should fill in the contract with moped/motorbike registration details, read the conditions, sign and also get parents/carers to sign the contract.
3. Return the contract to the Executive Headteacher for approval.
4. If any situation occurs whereby the terms of the contract are broken the student will no longer be allowed to bring the moped/motorbike to school, parents will be informed of this and the reasons why.

Fire Safety

Students are expected to obey all fire regulations currently in practice in the school. Fire drill practices take place at regular intervals. Deliberate misuse of the fire bell will be treated as a very serious misdemeanour and may result in exclusion.

“The result is an ethos which is fully focused on good achievement and effective teaching.” Ofsted May 2015

Curriculum and Learning

Kingstone High School aims to provide a personalised curriculum for our students. Students are encouraged to become responsible for their own learning and adopt an enquiring approach towards their studies.

In Years 7, 8 & 9 students study:

- English
- Mathematics
- Science
- Modern Foreign Languages – French, German, Spanish
- Design Technology – Systems & Control; Resistant Materials; Food and Nutrition
- History
- Geography
- Physical Education (PE)
- Art and Design
- Music
- Computing
- Social Studies

During Year 9, alongside core subjects, students undertake an options carousel during which they work at GCSE level in their potential GCSE or BTEC options – this gives them a real taste of what studying the subject is like and informs their choices. Students then have a guided choice as to which examination subjects to pursue. Options information is available on our website in the Information section.

In Years 10 & 11 students study a compulsory core curriculum which is:

- Science
- Mathematics
- English Language & English Literature
- Physical Education (Not the GCSE Option Subject)

Outside the core curriculum, students study their personalised curriculum. Students are guided into pathways most suitable for them leading to external examinations. In addition throughout the year students will have enrichment sessions covering the following, Religious Education, Personal, Social & Health Education (PSHE) and Careers.

Learning Support

The Pastoral Team is a team of skilled and specialist trained staff that identify the nature of students' additional educational needs and offer intervention programmes tailored their educational needs. We pay particular attention to the SEN Code of Practice in the identification and assessment of students with additional educational needs and work closely with parents and carers to ensure that the needs of the students are met.

Homework

Homework is set regularly: we regard homework as an essential part of our students' education and we seek your support to see that it is done properly. Students will note their homework in their planner. We ask that parents sign their child's planner when they have checked that homework has been completed. This is a valuable link between home and school.

The amount of homework varies according to the Year Group, the needs of the subject and of the individual. For example, a Year 11 student studying G.C.S.E.s with the expectation of going on to an 'A' Level course at sixth form, should be spending considerably more time on homework than that of a Year 7 student.

Good practice indicates the following ranges for time spent on homework:

- Years 7 – 8 30 – 60 minutes per day
- Year 9 45 – 90 minutes per day
- Years 10 – 11 90 – 180 minutes per day

The purpose of homework is to consolidate and extend learning. Homework can take on a variety of forms including research, reading, watching named television programmes, completing unfinished tasks, written assignments, coursework and learning for tests or examinations. Maths homework may be set from the My Maths website. Each child will have their own individual login.

Parents have a crucial role in the completion of homework, they should:-

- Provide a warm, quiet working area where possible
- Provide support and encouragement to the student alerting the school if problems arise
- Make it clear they value homework by checking the planner, reading through and praising completed work
- Sign the planner at the end of each week, making any comments you deem helpful or necessary.

Students should:-

- Accurately record all the work set, in their planner
- Complete homework to the best of their ability
- Hand the homework in on time
- Ask teachers for help in good time should they experience difficulties

Homework Club

Mrs Darcy, the Pastoral Lead for Years 7, 8 & 9, runs a homework club in the HUB after school on Wednesday. Students are able to work in a quiet environment and get appropriate help and support, and use our ICT facilities if these are not available at home.

Assessment

Each student has an individual target in each subject area; progress is measured against these targets each term. The criteria by which students are judged, their levels, are regularly discussed in class and students have a good understanding of what they need to do to meet their targets. Students will record these targets in their planners so that they are readily available to them and their parents. All teaching staff and form tutors will welcome discussions with parents on how a student or students can reach their target levels of performance.

Reporting & Parents' Evenings

The school welcomes questions from parents on their child's progress at any time. Parents' Evenings are intended to provide you and your child with some guidance on areas of focus for the year.

Kingstone High school does not print reports. Your child's up-to-date report is available to see at any time on our online reporting system Go4Schools. Each subject will give a target level for your child, based upon their prior performance. Your child's teacher will then indicate whether, based on internal assessments, they believe that the target level will be met. This allows us to identify any concerns that a child is falling behind, so that we can look at strategies for redressing the shortfall.

You will be given a log in for our reporting system Go4Schools so that you can check your child's progress at appropriate points. It is important that we have an up-to-date email address for this purpose as your email address is your log in.

Careers Advice

Kingstone High School ensures that all of our students go on well prepared to college, training and education, or apprenticeships. Our Year 10s have a CV writing morning to help hone their skills, attend a three Hereford Colleges taster day to try the courses they are potentially interested in studying. Our Year 11s undertake mock interviews to prepare them for their college and workplace interviews. Our annual careers' evening is aimed at all year groups and is open to the public. This gives students an insight into the career paths they might take and helps them consider which the best options choices are for them.

Mrs D Waters, our Careers Advisor, is based at Kingstone High School every Monday. She is available for students wishing to enquire about future choices for college and work, and will help with college applications. You may also email her for advice at dwaters@kingstoneacademy.co.uk

"The school provides good careers guidance and students feel well prepared for their next stage of their lives." Ofsted May 2015

Opportunities for Wider Achievement

We are fortunate to have a large number of staff who willingly give their time in organising and encouraging school clubs, activities and trips. We ask parents or carers to complete a generic off-site consent form which gives permission for your child to be off site for day trips and educational visits. For residential visits we ask parents to complete an additional consent form.

These are examples of the activities we offer which vary according to the season: there is always something new to try.

After School Activities

- Football, Rugby
- Rounders, Cricket, Netball
- Tennis, Badminton
- Golf
- Trampoline, Cheerleading
- Reading Group,
- Homework Club
- Revision Groups
- English and Maths Intervention
- Choir, Musical ensembles, Concerts
- Art Club, Sculpture Club,
- ICT Club
- Kingstone Funds Charity Team (K.F.C.)
- Duke of Edinburgh

Trips

- Field Trips for Geography and History
- Theatre Productions (English)
- Hay Festival (English)
- Technquest and Bletchley Park (Maths)
- PGL (Outdoor Activities) – Physical Education
- Disneyland Paris Trip (Maths)
- STEM events – Worcester University
- Ski Trip – Physical Education
- Language Trips to Northern France
- Art trips to galleries and exhibitions
- RAF Fairford Air show – DT
- Iceland trip (science)
- Activity Days in Summer

“Teachers are knowledgeable and explain ideas in a clear and well-structured manner, so that students can make secure gains in their understanding.” Ofsted May 2015

